

MATERIAL ORDER FORM INSTRUCTIONS

Great Sierra River Cleanup 2013

In order to help avoid confusion about the supplies for Great Sierra River Cleanup Day, please refer to these instructions while filling out your material order form. These instructions explain the amount of each supply you should order and how the supplies should be used.

NAME & ADDRESS: Please give us your shipping address. We cannot deliver to a P.O. Box.

TRASH/RECYCLE BAGS: These are used, obviously, to hold the debris! Please don't give a bag to each person! In many areas, the bags come back only half- or quarter-full anyway. Unless volunteers show up by themselves, plan on giving out only one trash bag and one recycle bag per group (a group consists of 2-5 people). One of the volunteers in each group will be recording data while the others will be collecting trash and recycling and calling out their "finds" to the volunteer who is recording data.

If you've held a Cleanup before, estimate the number of bags you order from us by taking your total number of volunteers from last year, adding 10% or so for expected growth of the event, and then order 2/3 as many bags as this number. For example, if you had 1,000 people at your Cleanup last year, you would order about 700 of each bag. (**Note:** Most coordinators find they need fewer recycle bags than trash.) If this is your first Cleanup, estimate the total number of volunteers you expect and order 2/3 as many bags as this number.

(BUT - PLEASE encourage all your volunteers to bring their OWN bags.)

GSRC POSTERS & OTHER PROMO MATERIALS: These are for publicity efforts, so it is harder to determine how many you will need. Order as many as you can reasonably expect to distribute before the event.

The posters measure 11" x 17" (labeled large on order form) and 8.5 x 11 (labeled small) – for hanging in local storefronts, schools, libraries, etc. There are also postcards and handbills available.

All the above mentioned promotional materials are available to download from the SNC website beginning in May.

DATA CARDS: As with the trash bags, you do not need to give out a data card per person. One data card per group is fine. As stated above, a group consists of 2-5 people. Order as many data cards as trash bags. Order as many Spanish data cards as you think you'll need.

DATA SUMMARY CARD: Data Summary cards allow each site captain to summarize data results from their Cleanup. Order one per Cleanup site PLUS one more Summary Card for Coordinators to compile all the sites' info onto one card for your overall area/river/watershed.

DATA DETECTIVE POSTER: This is a poster designed for use at each Cleanup site to help teach volunteers how to fill out their data cards and why they should do so. It is printed with English on one side and Spanish on the other. Order one or two per site.

(over)

PENCILS: These are used to fill out the data cards during the Cleanup. Order one for each data card.

GLOVES: We provide latex or plastic gloves for volunteers to wear while cleaning up. Volunteers only need ONE glove, so please only order enough for one per person (the less trash we create with this event, the better). Gloves come in five sizes: XS, S, M, L, XL. Please indicate the total number of GLOVES in each size (not boxes) that you would like. ***(BUT - PLEASE encourage all your volunteers to bring their OWN gloves.)***

T-SHIRTS: We provide free t-shirts for you and each of your site captains.

PLEASE NOTE -

WAIVER FORMS: This REQUIRED form must be filled out by each volunteer, regardless of age (children younger than 18 need a parent or guardian's signature). The waiver form includes the names of all organizing groups involved in the Cleanup Day. We have ten signature lines per form, so make one-tenth as many copies as the total number of volunteers you will have. Waivers are available in English and Spanish.

***The 2013 Waiver will be available on the SNC website by August 1:
www.sierranevada.ca.gov***

**Thank you for filling out this material order form and email or fax it to
Marji Feliz at the SNC
by MAY 8, 2013**

**EMAIL: mfeliz@sierranevada.ca.gov
FAX: 530-823-4665 ATTN: Marji**

MATERIAL ORDER FORM

Great Sierra Cleanup 2013

Please email or fax completed form
by MAY 8, 2013, to Marji Feliz at the SNC.

EMAIL: mfeliz@sierranevada.ca.gov

FAX: 530-823-4665 attn: Marji



Coordinator Name: _____

Organization: _____

Contact Phone: (____) _____ Contact Email: _____

Shipping Address (no P.O. Box)

Street Address: _____

City: _____ State: _____ Zip: _____

Trash Bags		Recycle Bags	
GSRC Posters: large - 11x17 (English)		GSRC Posters: large - 11x17 (Spanish)	
GSRC Posters: small - 8.5 x11 (English)		GSRC Posters: small - 8.5 x11 (Spanish)	
GSRC Handbills (English)		GSRC Handbills (Spanish)	
GSRC Postcards (English)		GSRC Postcards (Spanish)	
Data Cards (English)		Data Cards (Spanish)	
Data Summary Card (for Cleanup Coordinator & each site)		Data Detective Poster (English/Spanish combined)	
Pencils			
Waivers (English)		Waivers (Spanish)	

GLOVES - (Please specify number of **gloves**, not boxes):

XS _____ S _____ M _____ L _____ XL _____

T-SHIRTS - for GSRC Cleanup Coordinators and site captains **only** -- FREE:

S _____ M _____ L _____ XL _____ XXL _____

Water Orders: Provided by CG Roxanne (**Crystal Geyser**), sponsor of the statewide Coastal Cleanup Day. If you would like to order water for your volunteers, please select the quantities you would like to order and the date you would prefer your water delivered or picked up. Please note the following:

- Locations requesting **25 cases or less will be scheduled as a pick-up** at the nearest distributor. (*Coupons may be given if a distributor does not serve your area.*)
- Locations requesting **5 cases or less will be given coupons** to purchase at a local store.
- Locations requesting **26 cases or more will be scheduled as a delivery** with a CG Roxane distributor or Costco Business Delivery (unless you request to pick up at a distributor's location).

Please note the following regarding deliveries:

- Deliveries are made Monday to Friday and the time frame varies for each distributor. Based on your location, some of you will receive deliveries via Costco Business Delivery, which is usually scheduled between 8AM – 5PM, but specific delivery times will not be provided. **Someone must be available all day.**
- Business address is required for all deliveries.
- Products will be delivered on ground level if an elevator is not accessible.
- Please make sure someone is available to accept product delivery on the scheduled date.

The one- gallon container is enough water for about 6 volunteers. The single servings (0.5L) are enough for 1 volunteer.

One-Gallon Containers		Single-Serving Containers	
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Preferred delivery/pick-up date:_____ (Please note that many distributors require 4-8 weeks of advance notice.)

Clif Bars: Clif Bar is returning as a sponsor for the 2013 Coastal Cleanup Day and has generously offered snack bars for your volunteers. Supplies are limited, however. Please indicate if you would like to receive some and we'll send you a proportional amount, based on the total number donated.

Would you like Clif Bars for your cleanup site(s)?

Yes		No	
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